

COURT ACCOUNTING TECHNICIAN

DEFINITION

Under direction, performs paraprofessional Court accounting work in the maintenance of financial records of expenditures and revenue; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class perform specialized accounting functions requiring the application of basic accounting principles and procedures. The emphasis of this class is in the performance of difficult and responsible technical accounting work rather than line supervision.

ESSENTIAL FUNCTIONS

1. Prepares and reviews a variety of monthly and quarterly reports; reviews expenditure reports for accuracy and appropriate coding; researches and reviews salary expenditures; prepares quarterly summaries of expenses.
2. Prepares consolidated revenue reports; reviews revenue reports submitted by court districts; reviews payment vouchers submitted by court districts for payment of city settlements; prepares quarterly reports for Trial Court funding.
3. Maintains records on contracts and purchase orders; creates expenditure spreadsheets; prepares correcting documents; maintains records regarding death penalty funding and expenditures.
4. Processes credit card payments; compares daily transaction reports versus the court districts' revenue reports; prepares monthly revenue and bank reconciliations; prepares bank deposits.
5. Tracks mental health services contracts and other contracts; prepares monthly claims for reimbursement; prepares quarterly reimbursement claims; prepares year-end cost reports; prepares yearly budget based on County Mental Health requirements.
6. Maintains and controls a running balance for interest bearing trust; processes court orders to disburse funds.

7. Tracks federal grants and reimbursable state programs; prepares reimbursement claims and billing statements; verifies costs.
8. Compiles and processes court judicial statistics; prepares special reports related to revenue and expenditures.
9. Assists clerks in problems related to revenue and accounts payable; acts as a resource regarding Court/County accounting procedures.
10. May act as the Court Accounting Manager in the absence of the manager.
11. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Five years of increasingly responsible clerical accounting experience preferably in government accounting or any combination of training and/or experience that could likely provide the desired knowledge and abilities. College level accounting experience can substitute for a maximum of two years of experience.

Knowledge of

Practices and procedures of accounting; Court accounting procedures; laws and regulations effecting Court accounting operations; word processing and spreadsheet software; accounting and legal terminology.

Ability to

Use database and spreadsheet programs; interpret and apply legal and administrative concepts to accounting functions; analyze accounting problems and provide solutions; establish and maintain working relationships with Court and County staff, government agencies, and public; prepare written presentations; operate personal computers.

Special Requirements

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference

and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est. 4/00